



2003-2004 Small Grants Program

PROGRAM SUMMARY

INTRODUCTION

The Southern California Wetlands Recovery Project (WRP) is a partnership of 17 state and federal agencies working in concert with local government, businesses, and the environmental community to implement a regional wetlands recovery strategy for coastal Southern California (stretching from Point Conception to the border with Mexico). The WRP is headed by a Governing Board comprised of top officers from each of the state and federal agencies. The Wetlands Managers Group, which is comprised of staff representatives from the state and federal partners, is the body with primary responsibility for project evaluation and selection. The WRP also has a Science Advisory Panel and a Public Advisory Committee to help guide its efforts, and it has initiated a wetlands task force in each of the five Southern California coastal counties to help coordinate efforts within each county. Finally, the Coastal Conservancy serves as staff to the Wetlands Recovery Project. Projects that are selected for the WRP Work Plan are carried out by the Coastal Conservancy in cooperation with local partners.

The long-term vision of the WRP is to reestablish a mosaic of functioning wetland and riparian systems that supports a diversity of fish and wildlife species. The *WRP Regional Strategy* defines six overarching goals to guide the efforts of the Wetlands Recovery Project towards achieving this vision. The regional goals provide a framework for setting policies and priorities for wetlands' acquisition and restoration projects. The *Five Year Implementation Plan* is a mid-range planning document that identifies specific actions for achieving the regional goals. Both the Regional Strategy and Implementation Plan are available for review on the WRP web site: <http://www.coastalconservancy.ca.gov/scwrp>.

The WRP Small Grants Program provides funding for community-based restoration projects in coastal wetlands and watersheds in the region. The purpose of the program is to further the goals of the WRP Regional Strategy; build local capacity to plan and implement wetland restoration projects; promote community involvement in wetlands restoration activities; and foster education about wetlands ecosystems. Environment Now, a non-profit group located in Santa Monica (<http://environmentnow.org>), administers the program.

PROGRAM DETAILS

Eligible Applicants: Eligible applicants include 501c(3) nonprofit organizations and local government agencies.

Eligible Projects: To be eligible for funding, projects must meeting the following general criteria:

1. **Preservation or restoration of a coastal wetland or coastal stream corridor –**
Projects must have as a primary goal the preservation or restoration of a coastal wetland or coastal stream corridor in Southern California (from Point Conception south to the

Mexican border). Preservation projects could include implementation of best management practices on both public and private lands. Planning projects are eligible, but restoration projects will be given a higher priority.

2. **Community Involvement/Education Element** – Projects must have a community involvement and/or education element.

Small Grants Program Funding Total: \$200,000 for fiscal year 2003-2004

Individual Grant Size: Grant awards will range from \$1,000 to \$30,000.

Project Selection: A selection committee that includes the Small Grants Program Administrator, one member from each of the WRP county task forces, two members of the Wetlands Managers Group, and the WRP public outreach director will review the Small Grants Program applications. The grants committee will review all proposals and provide selection recommendations to the WRP Governing Board at its May 2003 meeting. The projects will then need approval from the Coastal Conservancy Board at its June 2003 meeting. See “Grant Process” below for additional details.

Selection Criteria: Small grants applications will be evaluated based on the WRP’s Project Evaluation Criteria (go to: <http://www.coastalconservancy.ca.gov/scwrp/>, click on ‘Project Evaluation Criteria’), plus the following considerations:

1. Degree to which the project will help build the capacity of local agencies or organizations to plan and implement wetlands restoration projects.
2. Extent to which the project will promote community involvement, particularly involvement beyond the traditional environmental constituency existing within the community.
3. Extent to which project will foster education about wetland ecosystems.
4. Extent to which the project contributes matching funds or services. There is no required match for the Small Grants Program; however, matching funds and services can help demonstrate broader community interest and support for the project.

Notification: Notification of the grant award or denial will be made by the end of June 2003.

Other Considerations:

1. Proposals should represent projects that are ready to implement. Note that the Small Grants Program is designed for relatively low-dollar projects or components of projects that can be implemented quickly and effectively to achieve on-the-ground restoration while building a community’s capacity for future, potentially larger projects and expanding education and outreach efforts. “Small” implies a project that has clearly defined goals/deliverables that can be achieved on the order of a year, rather than a project that is bogged down by the increased logistics (i.e. management, permitting, planning) of a larger project.
2. Do not submit a vague proposal that merely states goals without a specific strategy or planned actions and a timeline to achieve those goals. Be specific.

3. A group may submit more than one project; WRP will fund only one project from a group, however, so it is recommended the group picks their highest priority and dedicates resources to making that project a successful proposal.
4. Follow-on funding (funding for two consecutive grant cycles) to a project is possible but not likely since this would no longer constitute a small grant.
5. General funding to an ongoing program will not be granted; startup costs (capital costs) or a specific restoration project within a multiyear program may be considered.
6. Funding to an ongoing monitoring project will not be granted; startup costs (capital costs) for a monitoring project or monitoring tied to a specific restoration project may be considered.
7. Participation in the WRP County Task Force Meetings is highly desirable for groups wishing to submit project proposals.

APPLICATION PROCEDURES

1. Application must be postmarked by **March 7, 2003**; electronic copies must be received by March 7, 2003.
2. Three hard copies should be sent to:
Shawn Kelly
SCWRP Small Grants Program
1716 Ocean Drive
Oxnard, CA 93035
3. An electronic copy should also be sent to Shawn Kelly at oriley@adelphia.net

Inquiries should be directed to: Shawn Kelly
WRP Grants Administrator
(805) 984-9531; oriley@adelphia.net

GRANT PROCESS

1. Applications are due March 7, 2003.
2. Grants committee will review applications and provide recommendations to the WRP Governing Board at its May 2003 meeting.
3. Applicants will be notified of grant award or denial following the Governing Board meeting, contingent upon approval of the Coastal Conservancy Board. At this point applicants may be asked to provide additional information about their project regarding CEQA review and consistency with local coastal planning.
4. The Coastal Conservancy staff will recommend approval of the small grants program and a programmatic grant to the managing organization at its June 2003 meeting.
5. Notification of final grant award will be made by the end of June 2003.
6. The Small Grants Program Administrator will set up grant agreements with selected applicants (July – September, 2003).
7. Additional Conservancy approval may be required for some projects at the September Board meeting.
8. Funding for all projects should be available no later than October 1, 2003.

APPLICATION GUIDELINES

Each application should include:

1. Application Summary (see attached below)
2. Project narrative (4 page **maximum**) that includes
 - a. Site Description
 - b. Project Description – include the need for the project and specific project tasks to be completed.
 - c. Ecological benefits of project
 - d. Description of community involvement and/or education element of project
 - e. Summary of applicant's experience undertaking wetlands restoration projects.
3. Budget (see attached tables)
4. Attachments
 - a. A regional map that clearly identifies the project area; and a site-scale map that shows the location of project elements. Electronic copies of maps should be sent as separate files, preferable in jpg or gif format.

Please follow these guidelines for emailing proposals and attachments: Proposal summary and narrative should be emailed as *one* file in Microsoft Word. **DO NOT EMBED PICTURES** into the project proposal. Pictures should be attached as separate files. If possible, please send electronic copies of all maps and photos (jpg or gif are the preferred formats).

An electronic copy of the Small Grants Application template is available on the WRP web site at: http://www.coastalconservancy.ca.gov/scwrp/documents/sm_prop_template.doc. Applicants are encouraged to use this template. The first page of the application (template) is an Application Summary; this page is copied below for your reference.

APPLICATION SUMMARY

1. **Project Name:**
2. **Type of Project** (check only one): ____ Planning ____ Restoration/Preservation
3. **Project summary** (1-2 sentences -- specify key action(s) to be undertaken):
4. **Location:**
County: _____
Watershed: _____
State Senate District (#): _____
State Assembly District (#): _____
5. **Acreage:**
Total acreage of project area: ____ .
Acres of existing (pre-project) wetland habitat: ____ .
Acres of post-project wetland habitat: ____ .
Feet of stream corridor (if applicable) : ____ .
6. **Budget Summary:**
Total project cost: \$ ____ .
Amount requested from WRP: \$ ____ .
7. **Contact Information:**
Name: _____
Organization: _____
Address: _____

Telephone: _____
Fax: _____
Email: _____
8. **Proposal prepared by** _____ **Title** _____
Signature _____ **Date** _____